



HEAD START QUALITY ASSURANCE ANALYST

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.

We are looking for a Quality Assurance Analyst to work closely with employees and supervisors engaged in providing direct services to assess service delivery and facilitate the provision of excellent service by the Sacramento Employment and Training Agency.

Position Summary: Under general direction provide monitoring and quality assurance to assure local, state and federal guidelines are being met and exceeded in the basic functional areas of: safety, health, nutrition, learning environment, development of physical and intellectual competence, language development, social and emotional development, special education and family support, within child development programs operated by the Sacramento Employment and Training Agency and its delegate agencies and partners.

Salary: \$19.78 per hour

Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts, 457 and 401A plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement



Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least one (1) year in a classification equivalent to a SETA Head Start Specialist;

OR

- II. One (1) year of specialized experience that includes working with quality assurance/monitoring methods, principles and practices, dealing with the problems of young children and their families;

AND

Education:

- I. An AA degree or higher in Social Science, Human Development, or in a related field;

OR

- II. A Basic Health Service Credential or a Basic Family Services Credential issued by the National Head Start Association is highly desirable.

HOW TO APPLY:

A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

POSTING DATE: Tuesday, May 9, 2017

FINAL FILING DATE: Monday, May 22, 2017 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

SETA is an Equal Opportunity Employer

